

### BSC Meeting Agenda

Notice is hereby given of a regular meeting of the **Building and Standards Commission** of West University Place to be held on Thursday, February 5, 2026, at 6:00 p.m. in the **Municipal Building**, 3800 University Boulevard, West University Place, Texas, for the purpose of considering the following agenda items:

*Note: The Commission reserves the right to convene in a closed session for any agenda item if the need arises pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code*

#### CALL TO ORDER

1. **Notices, Rules, Etc.** Matters relating to notices, rules and meeting procedures, identifying parties, swearing of witnesses, etc.
2. **Public Comments.** *This is an opportunity for citizens to speak relating to agenda items. The speaker can either speak at this time or defer his/her comments until such time the item is discussed. Public comments must be kept relevant to the subject before the Board. The presiding officer shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Board during the meeting. Speakers must limit the presentations to three minutes each.*
3. **Selection of Vice-Chairman.** Matters related to the selection of a Vice-Chairman.
4. **Construction Code Updates.** Matters relating to discussion concerning updating the 2023 National Electric Code (NEC) and local amendments.
5. **Discussion items from City Council.** Discuss, review, and consider action on amending the City's ordinance with regards to the following matters:
  - Repeat Offenders of the Code: Review and recommend improvement for dealing with the building trades who are repeat offenders of the municipal code
  - Responsibility for work performed on a worksite or residential property: Review options to hold builders, general contractors and property owners accountable for work and/or subsequent violations of code by subcontractors or service providers.
  - Residential Quiet Hours: Review allowed days for construction-related activity.
  - Modular Homes: Review options to regulate and manage modular home construction.
6. **Meeting minutes.**
  - a. Public comments, if there are any, on minutes.
  - b. Discuss and possibly approve minutes from June 5, 2025.
7. **Executive Session (if necessary).** The Commission reserves the right at any time during the session to convene in a closed session pursuant to Chapter 551 of the Texas Government Code, for reasons including but not limited to: Section 551.071 (consultation with legal counsel to seek or receive legal advice or consultation regarding pending or contemplated litigation); Section 551.087 (deliberation regarding economic development).
8. **Convene into Open Session.** Take action, if any.

#### ADJOURN

*In compliance with the Americans with Disabilities Act, if you plan to attend this public meeting and you have a disability that requires special arrangements, please contact the person that signs this below at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Municipal Building is wheelchair accessible from the west entrance and specially marked parking spaces are available in the southwest parking area. Special seating will be provided in the Meeting Chambers.*

I certify that the attached notice and agenda of items to be considered by the West University Place Building and Standards Commission on February 5, 2026, was posted on the Municipal Building bulletin board on or before January 30, 2026, at 6:00 p.m.

*Chuck Sandifer*, Chief Building Official, [csandifer@westutx.gov](mailto:csandifer@westutx.gov)  
713-662-5846

**AGENDA**

**ITEM**

**#4**

CITY OF WEST UNIVERSITY PLACE  
HARRIS COUNTY, TEXAS

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS, AMENDING APPENDIX C, TECHNICAL CODES SCHEDULE, OF THE CITY'S CODE OF ORDINANCES BY UPDATING THE NATIONAL ELECTRIC CODE; PROVIDING FOR SEVERABILITY.**

WHEREAS, the State of Texas, through the Chapter 1305 of the Texas Occupations Code, calls for the National Electrical Code to be adopted every three (3) years after revision; and

**WHEREAS**, Chapter 214 of the Texas Local Government Code establishes minimum International Code Council codes and provides for the ability to adopt local amendments to said codes; and

**WHEREAS**, the Building and Standards Commission have recommended updates for consideration and adoption by the City Council; and

**WHEREAS**, the City Council finds it is in the best interest in the health and safety of its citizens to ensure that the City has adopted and enforced the minimum code versions as established by the State of Texas;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS, THAT:**

**SECTION 1.** The facts and matters of the preamble to this Ordinance are found to be true and accurate.

**SECTION 2.** The National Electric Code (NEC), 2023 Ed., National Fire Protection Association, ("NEC") shall be adopted and replace the 2020 edition on Appendix C, Technical Codes Schedule, of the City's Code of Ordinances.

**SECTION 3.** All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

**SECTION 4.** If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, not the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

**PASSED, APPROVED, AND ADOPTED ON FIRST READING** on the \_\_\_\_ day of \_\_\_\_\_, 2026.

**PASSED, APPROVED AND ADOPTED ON THE SECOND READING, AND SIGNED, on**  
the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

FOR THE CITY

\_\_\_\_\_  
Susan Sample, Mayor

ATTEST:

\_\_\_\_\_  
Tracylynn Garcia, City Secretary

**AGENDA**

**ITEM**

**#6**

## **Building & Standards Commission**

Located in the Council Chambers,  
3800 University Blvd,  
West University Place, Texas 77005

**Meeting Minutes**  
**June 6, 2025**

MEMBERS PRESENT: Jonathon Hance, James Craig, Matthew Brejot, Eddie Matthews, Andy Fiedler, and Krishna Shah

MEMBERS ABSENT: Bruce Beneke, Gerry Spedale and Spyros Maragos

STAFF PRESENT: Building Official Chuck Sandifer, Administrative Coordinator Josie Hayes, and Legal Counsel Philip Boedeker

**[Call to Order]** Jonathon Hance called the meeting to order at 6:01 p.m.

- 1. Notices, Rules, Etc.** Jonathon Hance welcomed BSC members and staff to the meeting. All members and staff introduced themselves. Josie Hayes stated notices were posted per state and local laws. Josie Hayes stated Andy Fiedler was the alternate voting member.
- 2. Public Comments.** There were no public comments.
- 3. Docket No. 2025-0001, regarding the property at 2738 Talbott St., Houston, TX 77005. Variance to allow a fence to be built outside the property line, in the City's right-of-way.**

Eddie Matthews made a motion to suspend the regular meeting. James Craig seconded. **AYES:** Jonathon Hance, James Craig, Matthew Brejot, Eddie Matthews and Andy Fiedler. **NOES:** None. **ABSTAIN:** None. **Motion approved.**

Homeowners, Edward and Caroline Williams sought permission to rebuild a fence outside their property line to protect the critical root zone of a century-old oak tree. The City's arborists recommended that a new fence could be built safely on the actual property line if the post holes were hand-dug to avoid significant root damage. The owners presented two experts' opinions, from Davy Tree and Arbor Tree who strongly recommended not moving the fence. They argued that digging in

the critical root zone (defined as the area under the tree's canopy) would further stress a tree that was already weakened by previous utility pruning, potentially leading to the tree's death or creating a safety hazard if it were to fall. It was also stated the tree was already heavily stressed due to previous utility pruning by CenterPoint. The board considered the practicality of the city's recommendation. One member noted that even with careful contractors, manual labor near roots often leads to accidental damage, citing personal experience where workers severed irrigation lines despite being careful. This skepticism influenced the board to view the city's proposed alternative as a high-risk gamble compared to maintaining the current fence location. The conflicting opinions highlighted a choice between a proven status quo and an uncertain future. The board noted that the fence had been in its current location for over 20 years without causing issues for the city or the neighborhood, providing clear evidence that the current setup was safe. Jonathon Hance explained the variance process and reviewed the nine required findings for granting the variance.

The following resident spoke in favor of granting the variance: Richard Weiss, 2737 Arbuckle, Elizabeth Weaver, 2715 Talbott, Cort King, 2728 Talbott and Paul Mathews, 6614 Wakeforest.

**ACTION:** Jonathon Hance made a motion to approve a variance request to allow a fence to be built in its current location, which is outside the property line, in the City's right-of-way with a recommendation for a formal encroachment agreement to ensure the city retains future access to the public right-of-way. Eddie Matthews seconded. **AYES:** Jonathon Hance, James Criag, Matthew Brejot, Eddie Matthews, and Andy Fiedler. **NOES:** None. **ABSTAIN:** None. **Motion approved.**

4. **Meeting Minutes.** Jonathon Hance made a motion to approve May 1, 2025, minutes. Matthew Brejot seconded. **AYES:** Jonathon Hance, James Craig, Matthew Brejot, Eddie Matthews and Andy Fiedler. **NOES:** None. **ABSTAIN:** None. **Motion approved.**

Jonathon Hance made a motion to adjourn. James Craig seconded. **AYES:** Jonathon Hance, James Craig, Matthew Brejot, Eddie Matthews, and Andy Fiedler. **NOES:** None. **ABSTAIN:** None. **Motion approved.**

Meeting adjourned at 6:49 p.m.

PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

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Jonathon Hance, Chairman



*Public Works Department*

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ATTEST:

Josie M. Hayes, Administrative Coordinator